

BAGUIO
Burnham Suites

No. 6 Kisdad Road, Baguio City (beside Our Lady Of Lourdes Church)

Tel: (074) 424-2211 to 16; Fax: (074) 424-2215

Email: baguloburnhamsuites@yahoo.com.ph

Website: burnhamsuitesbaguio.com, theburnhamsuites.com

ROOM AND BANQUET RESERVATION CONTRACT

This agreement entered into by and between **HIGHLAND PARK DEVELOPMENT CORPORATION**, a hotel business entity with principal office address at No.6, Kisdad Road, Baguio City, represented by **JEMELLIE ELNAR-SALAZAR**, Account Executive, Hereinafter referred to as HOTEL

-And-

PHILHEALTH

with a principal address,
Pasig City

Represented by Ms. Maria Sophia B. Varlez, Senior Manager- Corporate Communication Department
Hereinafter referred to as CLIENT.

WITNESSETH:

WHEREAS, the CLIENT booked for a minimum guaranteed of
[1] Single Superior Room, [5] Twin Superior Rooms [3] Triple Superior Rooms
for 20 persons on June 14-16, 2016

WHEREAS, the HOTEL has agreed to provide room accommodation and meals on the above mentioned dates upon the terms and condition hereof;

NOW, THEREFORE, the PARTIES hereby agree as follows:

1. The CLIENT has asked the HOTEL, and the HOTEL has agreed, to provide rooms and meals to the CLIENT and it's participants, guest and agents with the following specifications:

DATE	PARTICULAR	# of PAX	# of days / nights	# of Room	Rate per Pax / Night	TOTAL
JUNE 14-16, 2016	SUPERIOR ROOM (SINGLE)	1	3Days & 2 Nights	1	4500	4,500.00
JUNE 14-16, 2015	SUPERIOR ROOMS (TWIN SHARING)	10	3Days & 2 Nights	5	4100	41,000.00
JUNE 14-16, 2015	SUPERIOR ROOMS (TRIPLE SHARING)	9	3Days & 2 Nights	3	3900	35,100.00

PACKAGE PRICE PHP 80,600.00

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Inclusions:

- ✓ [1] Single Superior room, [5] Twin Superior rooms [3] Triple Superior rooms & [2] nights' accommodation on June 14-16, 2016
- ✓ Three (3) Set Breakfast, (3) Managed Buffet Lunch (2) Managed Buffet Dinner (4) Nourishing Snacks
- ✓ Free use of AURORA ROOM from 8AM to 8PM on June 14-16, 2016.
- ✓ Free use of sound system, wide screen & white board w/ marker.
- ✓ Free WIFI access in all rooms.
- ✓ All rates are inclusive of prevailing government taxes.

2. The total amount payable to the Hotel by the CLIENT may be increased due to incidental charges and other expenses authorized by the CLIENT.
The CLIENT shall ensure that all expenses incurred by its participants, guest and agents shall be settled in full upon check-out.

3. CHECK-IN / OUT TIME:

The HOTEL's standard check-in time starts at 2:00 p.m. on the day of the arrival. Check-out time is at 12:00 noon.

- a) Request for early check-in depends on the availability of the rooms. If rooms are available upon guests' arrival, early check-in will be allowed. But if not, a room will be allocated for the entire luggage
- b) Request for late check-out depends on the availability of the rooms.

4. OFFICIAL SIGNATORY

That, Maria Sophia B. Varlezis the only person/s authorized to sign all room and F & B charges in behalf of the group.

5. REVISION/AMENDMENT

- a) Additional room accommodation required by the CLIENT may be allowed by the HOTEL subject to room availability.
- b) Additional meals required by the CLIENT may be allowed by the HOTEL after signing hereof provided that notification shall be advised at least seventy-two (72) hours prior the arrival date.
- c) 10% surcharge will be added in excess of guaranteed persons on the day itself.
- d) Reduction on the guaranteed number of rooms and number of covers on the food and beverage arrangements will be charged full amount after signing this contract.

6. CANCELLATION POLICY

Room Bookings

Cancellations or postponements made after the confirmation of the booking will merit a surcharge equivalent to the rates listed below:

Date of Cancellation

From confirmation date to
30 days prior to arrival date
15 days prior to the arrival date
7 days prior to the arrival date

Cancellation Charge

50 percent of guaranteed revenue
75 percent of guaranteed revenue
100 percent of guaranteed revenue

- Likewise, an automatic cancellation fee will be charged for each no-show on the date of arrival.

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- a) Seven (7) days' notice before the arrival date, the CLIENT shall be charged in FULL AMOUNT of the total guaranteed package. Incidentals and other authorized charges shall be settled after the function in cash or company cheque.

7. PAYMENT

- a) That the CLIENT shall pay the HOTEL the total contract price amounting **EIGHTY THOUSANDSIX HUNDRED PESOS (P 80,600.00)** upon signing the contract. Other charges incurred during the event shall be settled upon check-out. Extended/ extension of room accommodation beyond **JUNE 14, 2016** should be settled by the occupants through personal account and should be in rack/ tariff/ published rate of the hotel. Otherwise, we will require a Certificate of Availability of Fund or Guaranteed LOA on or before **JUNE 13, 2016**.
- b) That any payment made by the CLIENT to the HOTEL is non-refundable.
- c) The hotel only accepts Cash and Company Cheque as form of settlement. Company cheque has to be made payable to

- | | |
|---|------------------|
| ❖ HIGHLAND PARK DEVELOPMENT CORPORATION | - ACCOUNT NAME |
| ❖ METROBANK – EDSA CALOOCAN CENTER | - BANK ACCOUNT |
| ❖ 064-3-064-52821-2 | - ACCOUNT NUMBER |
| ❖ SAVINGS ACCOUNT | - ACCOUNT TYPE |

In the event that payment has been made, please fax your DEPOSIT SLIP to (02) 9150055 LOC. 108 or (02) 706-1093 or email a scanned copy to jemellie.burnhamsuites@gmail.com

- d) For SEND BILL payment, the HOTEL will require CLIENT to submit a duly signed **CERTIFICATE OF AVAILABILITY OF FUNDS (CAF)** from their COMPANY at least three [3] days prior the said event and a duly signed CONTRACT.

- 8. The CLIENT shall be liable for any loss or damage to the HOTEL and its guest and agents due to the acts or omissions of the CLIENTS, its participants, guest and/or agents, without prejudice to the right of the relevant party to hold the concerned infractor. Among other things, the Hotel strictly prohibits racking, sticking and/or hammering any material in the walls, ceilings, floor, doors, and fixture of the venue.
- 9. Neither party shall be liable for any failure to perform said party's obligation herein due to force majeure or fortuitous event as defined under Philippine Law.
- 10. The CLIENT agrees to abide by the existing house rules of the HOTEL during the EVENT and while inside the premises of the hotel. The HOTEL serves the right to issue further terms and conditions as, in the judgment of the HOTEL may from time to time be necessary for the safety, protection and preservation of the interest of the HOTEL and its guests and agents. Such terms and conditions when so issued shall have the same force and effect as if originally made a part of this Agreement.
- 11. The HOTEL shall not be liable for any loss or damage occurring within the hotel premises not due to its or its agents' fault or negligence.

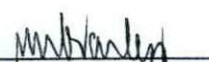
IN WITNESS WHEREOFF, the parties hereto sign this document at **Baguio, Philippines on this 9th day of JUNE, 2016.**

ON BEHALF OF THE HOTEL

By: 

JEMELLIE ELNAR-SALAZAR
 Account Executive
 BAGUIO BURNHAM SUITES

ON BEHALF OF THE CLIENT

By: 

MARIA SOPHIA B. VARLEZ
 Senior Manager- Corporate Communication Department
 PHILHEALTH

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